




United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Lenexa, KS		2. POSITION NUMBER W716014	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position USAM GS-0343, ARGE6					
Official Allocation	b. Title	c. Pay Plan	d. Series	e. Grade	f. CLC
	Management and Program Analyst	GS	0343	12	001
4. Supervisor's Recommendation					
5. ORGANIZATIONAL TITLE OF POSITION (if any)			6. NAME OF EMPLOYEE PAMELA Houstoun		
7. ORGANIZATION (Give complete organizational breakdown)			e.		
a. U.S. ENVIRONMENTAL PROTECTION AGENCY			f.		
b. Region 7			g.		
c. Office of the Regional Administrator			h. Employing Office Location		
d. Enforcement Coordination Office			i. Organization Code WA000000		
8. SUPERVISORY STATUS					
<input type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead. Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input checked="" type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor			d. Typed Name and Title of Second-Level Supervisor		
DeAndre Singletary, Director, Enforcement Coordination Office			Mike Brincks, Acting Deputy Regional Administrator, Region 7		
b. Signature		c. Date	e. Signature		f. Date
		2/16/16			2.16.16
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential					
<input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation		c. Financial Disclosure Form		d. "Identical, Additional" (IA) Allocation	
<input type="checkbox"/> 1 Low <input checked="" type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input checked="" type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required		<input checked="" type="checkbox"/> This position may be IA'ed <input type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
e. FLSA Determination		f. Functional Classification Code			
<input checked="" type="checkbox"/> NONEXEMPT <input type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Executive					
g. Bargaining Unit Code		h. Check, if applicable:		i. Classifier's Signature	
1043		<input type="checkbox"/> Medical Monitoring Required <input checked="" type="checkbox"/> Extramural Resources Management Duties (<u>125</u> % of time) <input type="checkbox"/> This position is subject to random drug testing ()			
				j. Date	
				2/23/16	
11. REMARKS					
Temporary promotion no to exceed two years.					

MANAGEMENT AND PROGRAM ANALYST
GS-0343-12

Organizational Location - This position can be located in any Region 7 division, branch, or section

Primary Purpose - The primary purpose of this position is the performance of management and program analysis duties and responsibilities.

Major Duties -

1. Performs analytical and evaluative work associated with line and/or program activities in development of community involvement plans and ensuring opportunities for meaningful engagement in decision-making processes through notices, repositories, meetings, and public comment periods. Provides information to the public regarding technical and grant assistance which may be available to assist communities in addressing environmental and human health concerns as well as manage grants and contract technical directives. Incumbent will engage and communicate with states, Tribes, environmental organizations, NGOs, and other stakeholders regarding environmental and human health issues.)
2. Plans, evaluates, and implements various communication strategies for regional environmental justice and community relations programs. (Develops and coordinates educational programs and outreach efforts designed to encourage public involvement in the agency's decision-making process. Evaluates the impact of program activities on the public and suggests methods for maximizing public response. Establishes and maintains partnerships with residents, special interest groups, local business (i.e., day care centers and realtors), district school boards, environmental liaison groups, town board members, congressional staff, health agencies, technical grant advisors, local, state and other federal agencies. Maintains a thorough understanding of agency programs necessary to anticipate significant impacts program changes might have upon public opinion and concerns. #5
3. Develops, analyzes, evaluates, advises on, or improves the effectiveness of work methods and procedures, manpower utilization, distribution of work assignments, delegations of authority, management controls, information and documentation systems, and similar functions of management with particular emphasis on community engagement and impacts of individual or multiple program(s) work on communities.
4. Serves as the agency spokesperson at regional public meetings and various formal/informal briefings and workshops, maintaining open two-way communication between various stakeholders.

Workforce and Position Utilization -

5. Provides position management advice and recommendations to agency managers including providing advice on the distribution of workload among positions and organizations, and the skills mix or categories of employees needed to do the work. (Develops major organizational proposals that involve extensive analysis prior to recommending significant changes in workforce distribution, positions, and/or functional responsibility. Works across program or media area to develop manpower utilization proposals that require approval of upper management. Employs techniques that analyze staff skills, budget impact and cost/benefit. Detailed analysis of work flow and work methods are used to support recommendations. #4

Management Improvement Studies -

6. Analyzes management techniques, processes, and styles for improving organizational effectiveness. Analyzes individual programs, functions, and organizations at the regional level to determine whether the management systems in current use efficiently accomplish objectives sought and whether they provide controls necessary for sound management. Various analytic techniques are used, many of a complex nature.

Budgetary and Financial Management Analysis -

7. Formulates, presents, executes, and analyzes organizational budgets. Monitors budget allocation and execution to insure that operating program objectives are met. Performs in-depth, rigorous analysis of budget requests by employing techniques such as cost-benefit analysis, program trade-offs, and exploring alternative methods of funding. Monitors the use and rate of expenditure of budgeted funds in assigned areas through continuing dialogue with program officials and their staff, review of written documents, and examination of accounting records.

Quality Improvement Programs -

8. Performs work related to developing and monitoring quality programs, plans, procedures, and methodologies; and/or analyzing quality initiatives and processes. Analyzes a wide range of processes with long-term goals and results. Makes use of basic and advanced quality tools to accomplish analysis. Trains and facilitates others in the use of quality tools and techniques. Provides guidance and facilitation skills to quality action teams and to managers. Guidance is designed to foster quality principles in all strata of the workforce.

Records Management -

9. Maintains a Records Management Program for an agency organization or program. Maintains a Records Management Program for a major multi-functional organization or program at the regional level. The program includes a centralized records function, standardized handling/retention, improved records, conversion from paper to film/electronic data, and document searches. Develops tools promoting effective coordination of a Records Management Program. Responsible for analyzing problems and issues involving the development of records management systems.

10. Performs analytical and evaluative work associated with program activities.

Cost Effectiveness Studies -

11. Performs program cost analyzes such as development of life cycle or other cost analyses of projects, or performance of cost benefit or economic evaluations of programs. Conducts cost-effectiveness studies for regional operating or administrative programs. Considers all aspects of new or established programs, including statutes, policies, objectives, workload models, resource estimates and utilization, issues, constraints, impacts and concerns related to other organizational components.

Audits, Inspections, and Management Controls -

12. Develops procedures and systems for establishing, operating, and assessing the effectiveness of administrative control systems and line or operating programs; and the accomplishment, evaluation, and/or monitoring of audits, inspections, or management or internal control reviews. Resolves audit/inspection activities for organizations region-wide.

Organizational Analysis -

13. Evaluates, processes, or makes recommendations for effective organizational changes. Performs organizational analysis for a major multi-functional organization.

Program Oversight -

14. Analyzes and evaluates, on a quantitative or qualitative basis, the effectiveness of programs or operations in meeting established goals and objectives. Analyzes and integrates program financial, technical, procurement, and scheduling information.

Productivity Programs -

15. Oversees suggestion and award, quality, and/or productivity programs. Oversees productivity programs in multi-mission/program organizations.

Factor 1 - Knowledge Required by the Position - Level 1-7 - 1250 Points

(1) Knowledge and skill in applying analytical and evaluative methods and techniques to issues or studies concerning the efficiency and effectiveness of program operations; (2) Knowledge of pertinent laws, regulations, policies and precedents which affect the use of program and related support resources in the area studied; (3) Knowledge of the major issues, program goals and objectives, work processes, and administrative operations of the organization; (4) Knowledge and skill in adapting analytical techniques and evaluation criteria to the measurement and improvement of program effectiveness and/or organizational productivity; (5) Skill in conducting detailed analyses of complex functions and work processes; and (6) Interpersonal skills in presenting staffing recommendations and negotiating solutions to disputed recommendations.

Factor 2 - Supervisory Controls - Level 2-4 - 450 Points

The supervisor and employee develop a mutually acceptable project plan, which typically includes identification of the work to be done, the scope of the project, and deadlines for its completion. Within the parameters of the approved project plan, the employee is responsible for planning and organizing the study, estimating costs, coordinating with staff and line management personnel, and conducting all phases of the project. The employee informs the supervisor of potentially controversial findings, issues, or problems with widespread impact. Completed projects, evaluations, reports, or recommendations are reviewed by the supervisor for compatibility with organizational goals, guidelines, and effectiveness in achieving intended objectives.

Factor 3 - Guidelines - Level 3-4 - 450 Points

Guidelines consist of general administrative policies and management and organizational theories which require considerable adaptation and/or interpretation for application to issues and problems studied. Administrative policies and precedent studies provide a basic outline of results desired, but do not go into detail as to the methods used to accomplish the project. Administrative guidelines usually cover program goals and objectives of the employing organization. Within the context of broad regulatory guidelines the employee may refine or develop more specific guidelines such as implementing regulations or methods.

Factor 4 - Complexity - Level 4-5 - 325 Points

Analyzes interrelated issues of effectiveness, efficiency, and productivity of substantive mission-oriented programs. Develops detailed plans, goals, and objectives for the long-range implementation and administration of the program, and/or develops criteria for evaluating the effectiveness of the program. Decisions concerning planning, organizing and conducting studies are complicated by conflicting program goals and objectives. Assignments are complicated by the need to deal with subjective

concepts, the quality and quantity of actions are measurable primarily in predictive terms, and findings and conclusions are highly subjective and not readily susceptible to verification through replication of study methods or reevaluation of results. Options, recommendations, and conclusions take into account and give appropriate weight to uncertainties about the data and other variables which affect long-range program performance.

Factor 5 - Scope & Effect - Level 5-4 - 225 Points

Assesses the productivity, effectiveness, and efficiency of program operations and/or analyzes and resolves problems in the staffing, effectiveness and efficiency of administrative support and staff activities. Establishes criteria to measure and/or predict the attainment of program or organizational goals and objectives. Contributes to the improvement of productivity, effectiveness and efficiency in program operations and/or administrative support activities at different echelons and/or geographical locations within the organization. Work affects the plans, goals, and effectiveness of missions and programs at these various echelons or locations. The work may affect the nature of administrative work done in components of other agencies.

Factor 6 - Personal Contacts - Level 6-3 - 60 Points

Contacts are with persons outside the agency which may include consultants, contractors, or business executives in a moderately unstructured setting. Contacts may also include the head of the employing agency or program officials several managerial levels removed from the employee when such contacts occur on an ad-hoc basis.

Factor 7 - Purpose of Contacts - Level 7-3 - 120 Points

The purpose of contacts is to influence managers or other officials to accept and implement findings and recommendations on organizational improvement or program effectiveness. May encounter resistance due to such issues as organizational conflict, competing objectives, or resource problems.

Factor 8 - Physical Demands - Level 8-1 - 5 Points

The work is primarily sedentary, although some slight physical effort may be required.

Factor 9 - Work Environment - Level 9-1 - 5 Points

Work is typically performed in an adequately lighted and climate controlled office. May require occasional travel.

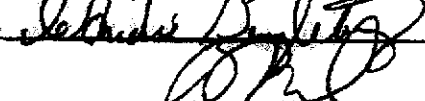

Total Points = 2890/GS-12

Extramural Resources Management Duties Checklist

This checklist must be used with all PDs to identify the percentage of time an employee is engaged in duties related to managing contracts, grants, cooperative agreements, and interagency agreements. For positions requiring performance of these duties for 25% or more of the employee's time, in addition to this checklist, such duties must also be described in the body (major duties area) of the PD.

Employee Information		Percentage of Time Spent on Extramural Resources Management	
Name	Paula Houston		This position has no extramural resources management responsibilities.
Position Number	W716014	X	Total extramural resources management duties occupy less than 25% of time.
Title	Management and Program Analyst	+	Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.
Series/Grade	GS-0343-12	+	Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.
Organization			

When this checklist is used to determine if a position description, the following signatures are required:

Supervisor's Signature		Date	2/16/16
Personnel Specialist's Signature		Date	2/23/16

Part 1. Contracts Management Duties

Pre-award:

- ☐ Plans Procurements
- ☐ Estimates Costs
- ☐ Obtains funding commitments
- ☐ Prepares procurement requests
- ☐ Writes statements of work
- ☐ Reviews statements of work
- ☐ Processes unsolicited proposals
- ☐ Responds to pre-award inquiries
- ☐ Participates in pre-award conferences
- ☐ Conducts technical evaluation of proposals
- ☐ Participates in debriefing/protests
- ☐ Other (list)

Post-award:

- ☐ Prepares delivery orders
- ☐ Reviews contractor work plans
- ☒ Reviews contractor progress reports
- ☐ Monitors government-furnished property
- ☐ Monitors cost, management, and overall technical performance of contract after award

- ☐ Monitors management and performance of delivery orders/work assignments after award
- ☐ Defines scope of work for work assignments
- ☐ Approves payment requests of ACR drawdowns
- ☐ Manages cost-reimbursement contracts
- ☐ Reviews invoices
- ☐ Inspects and accepts deliverables
- ☐ Other (list)

Close-out:

- ☐ Writes reports on contractor performance, costs, and tasks performed
- ☐ Reconciles payments with work performance
- ☐ Closes-out payments
- ☐ Performs cost accounting
- ☐ Provides assistance to Contracting Officer in settling claims
- ☐ Other (list)

Percentage of Time Spent on Contracts Management

3 %

Continued

W 716014

Part 2. Grants/Cooperative Agreements Duties**Pre-application/Application:**

Prepares solicitation for proposals

Identifies potential projects for areas of program emphasis

Makes initial determinations (whether project is probable for assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)

Provides administrative information to applicants

☒ Determines appropriateness of applicant's work plan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant

Assists applicant in resolving issues in application

For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement

Negotiates level of funding

☒ Conducts site visits to evaluate program capability

☒ Serves as resource to Selection Panel

☒ Informs applicants of funding decisions

Other (list)

Award:
☒ Prepares funding package, including Decision Memorandum

☒ Obtains concurrences/approvals

☒ Reviews/concurs in completed document

☒ Establishes project file

Other (list)

Project Management/Administration:
☒ Monitors recipient's activities and progress

☒ Reviews reports and deliverables and notifies recipient of comments

☒ Provides technical assistance to recipients

☒ Advises Grants Management Office of potential problems/issues

☒ Participates in decisions/actions to ensure successful project completion and in decisions to impose sanctions

☒ Approves payments requests or ACH drawdowns

☒ Reviews requests for modifications, additional funding, etc., and makes recommendations to Grants Management Office

☒ Negotiates amendments

☒ Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only)

☒ When necessary, recommends termination of the agreement

☒ Resolves with Grants Management Office administrative and financial issues

☒ Conducts periodic reviews to ensure compliance with agreement

Other (list)

Close-out:
☒ Certifies deliverables were satisfactory and timely

☒ Provides assistance to recipients and Grants Management Office to ensure timely close-out

☒ Reconciles payment with work performed

☒ Notifies recipient of close-out requirements

☒ Obtains legal assistance if necessary to resolve incomplete close-out

☒ If project is audited, responds to issues and ensures recipient complies with audit recommendations

Other (list)

Percentage of Time Spent on Grants/Cooperative Agreements Management

20 %

Part 3. Interagency Agreements Duties**Pre-Agreement:**

Plans and negotiates work effort

Estimates costs

Obtains funding commitments

Prepares commitment notice

Writes or reviews scope of work

Responds to pre-agreement inquiries

Participates in pre-agreement conferences

Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)

Negotiates and ensures execution of Superfund State Contracts (Superfund only)

Performs technical evaluation of work plan and budget

Prepares funding package and obtains necessary concurrences

Other (list)

Monitors cost management and overall technical performance

Participates in decisions about project modification/termination

Conducts periodic review of Superfund State

Contracts payments receipts (Superfund only)

Inspects and accepts deliverables

Other (list)

Close-out:

Reviews final report

Decides on disbursement of equipment

Reconciles payments with work performed

Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)

Certifies deliverables

Resolves close-out issues with Grants Management Office/other agency

Other (list)

Project Management/Administration:

Reviews progress reports/financial reports

Percentage of Time Spent on Interagency Agreements Management:

%